



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Reclassification of Senior Programmer/Analyst to Network Administrator

MEETING DATE: April 1, 1998

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Approve the reclassification of one Senior Programmer/Analyst position to Network Administrator

BACKGROUND INFORMATION: One Senior Programmer/Analyst position has been responsible for computer programming and technical support for police records, data and dispatch functions based on the AS400 in the Police Department. The Department is moving away from the computer system based on the AS400 to a personal computer network server and a Computer Aided Dispatch/Records Management System for dispatch. These changes require a position to develop and maintain the new network, as well as facilitate the transition from the AS400. This position currently reports to the Information Systems Manager who will also use the position for other projects and assignments as deemed appropriate. This classification will be placed in the Mid-Management group.

It is recommended to approve the class specification attached. There is no change in the salary range for this position.

FUNDING: Currently funded.

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

cc: City Attorney
Stan Helmle, Information System Manager

Prepared by Marlon Robbins, Risk Manager.

APPROVED: _____
H. Dixon Flynn -- City Manager

RESOLUTION NO. 98-57

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING THE
RECLASSIFICATION OF SENIOR PROGRAMMER/ANALYST TO
NETWORK ADMINISTRATOR

BE IT RESOLVED, that the Lodi City Council does hereby approve the reclassification of one Senior Programmer/Analyst position to Network Administrator, as shown on Exhibit A, attached hereto.

Dated: April 1, 1998

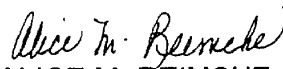
I hereby certify that Resolution No. 98-57 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 1, 1998 by the following vote:

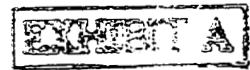
AYES: Council Members - Johnson, Land, Mann, Pennino and
Sieglock (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk



CITY OF LODI

April 1, 1998

NETWORK ADMINISTRATOR

DEFINITION:

Under general direction, administers the internal network and desktop technology activities within City departments; develops and implements short and long term plans to meet vital department information technology needs; supports and maintains the internal desktop systems; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Information Systems Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Coordinates a department's internal network systems.
- Advises program management staff and administrative staff regarding systems and office automation requirements.
- Coordinates activities relative to capacity planning, technology planning, disaster planning and budgeting required to ensure an efficient, effective and reliable system.
- Develops and enforces policies and standards for internal systems.
- Coordinates the design, development, acquisition and implementation of computer hardware, software and data communications solutions.
- Interfaces systems and data processing activities within the department and with other City departments as necessary.
- Performs system and user account creation, maintenance, security and removal.
- Monitors daily activity on systems, checking for potential problems, resource availability, performance and "load" characteristics and network integrity.
- Monitors system activity and usage to maintain a secure environment.
- Troubleshoots, repairs and provides viable recommendations for resolving problems.
- Responds to department staff/customers regarding hardware, software, network, connectivity and related questions, and provides any general assistance that may be required regarding the systems, software and resources.
- Notifies department staff/customers of changes, updates and new features.
- Ensures the implementation and running of backup and archive procedures.
- Keeps abreast of software releases and updates for all operating systems, applications and e-mail in order to ensure that systems are at current release levels unless directed otherwise by his/her supervisor.

EXAMPLES OF DUTIES (Cont'd):

Maintains accurate inventory of licenses and appropriate versions/release levels for all applications.

Develops and maintains written and on-line documentation, procedures and help files including ensuring that existing documentation is current as well as occasionally authoring end-user documentation on the systems.

Coordinates normal periodic maintenance; arranges and monitors equipment repairs and purchases for systems, peripherals, software and other system components with vendors, sales and field service personnel.

Installs, configures and maintains data communications equipment for the internal network.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

The use and operation of Personal Computers in a network environment, including the operating systems, common applications and peripherals.

The use and operation of a local area network and server maintenance.

Dial-in data communications.

Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.

Ability to:

Write clear and concise reports, technical documentation, operation procedures and other required documents.

Program in a high level language such as Visual Basic or Microsoft Access.

Maintain accurate records and files.

Use initiative and sound independent judgment within established guidelines.

Work on multiple activities and projects simultaneously.

Gather and analyze a variety of data; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Establish and maintain cooperative, effective and customer service oriented relationships with those contacted during the course of work.

Learn new skills independently.

Communicate clearly and concisely both orally and in writing.

Plan, organize and prioritize workload for effective and efficient use of time.

Type at a speed necessary for adequate job performance.

Analyze, interpret, summarize, and present technical information and data in an effective manner.

Ability to (Cont'd):

Train individuals possessing various levels of computer knowledge and ability, in effective utilization of hardware, software and related applications.
Configure multiple Personal Computers and multiple servers in various locations.
Install new workstations and upgrades.
Provide printer support.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to possession of an Associate of Arts degree from an accredited college or university supplemented by courses in computer science.

Experience:

Three (3) years of technical support experience in hardware/software installation, troubleshooting, network maintenance and/or systems administration within a mixed desktop and network server operating systems environment, which must have included support of an operational network infrastructure.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.